

U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City
VACANCY ANNOUNCEMENT NUMBER: HCMALL 16/42

OPEN TO: All Interested Candidates / All Sources

POSITION: **Commercial Specialist (two positions)**

OPENING DATE: September 16, 2016

CLOSING DATE: September 30, 2016

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: Ordinarily Resident: FSN-10; US\$19,808.00 (Starting salary)
Not-Ordinarily Resident: FP-5 steps 5 through 14*; US\$58,032 (Starting Salary)
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City is seeking eligible and qualified applicants for two positions of Commercial Specialist.

BASIC FUNCTIONS OF THE POSITION

Incumbents of these positions serve as Commercial Specialists in the Commercial Section in Ho Chi Minh City (HCMC), Vietnam and report directly to Senior Commercial Officer (SCO)/Commercial Officer (CO). Incumbents assist U.S. firms to develop and implement market entry and expansion strategies, including complex market research, reporting vast amounts of complex information in concise, readable formats to high level executive branch and congressional decision makers, identify and create trade promotion opportunities, and bringing U.S. and Vietnam business representatives together for discussions and projects; analyze market trends and evaluate market research for all industry sectors; maintain high level contact in key sectors and in relevant segments of the Socialist Republic of Vietnam (SRV); advise U.S. and local clients on U.S. and Vietnam laws as they affect trade and investment opportunities; inform SRV officials and business organizations about U. S. legislation, regulation, and practices pertaining to foreign trade. Incumbents are responsible for all aspects of handling event management and logistics for their assigned client accounts; oversee research and the preparation of factual and analytical reports on a variety of matters affecting U.S. exports and trade in all major sectors as well as the impact of the efforts made by the Commercial Section of the U.S. Consulate in HCMC; and investigate trade complaints in assigned industry sectors and recommends appropriate actions to resolve them. Incumbents are responsible for identifying new clients, developing scopes of work and closing fee-for-services negotiations for several industry sectors as assigned by SCO and CO.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Bachelor's degree in Marketing, Business, International Trade, Language, Economics, Finance, or Humanities is required.
2. **EXPERIENCE:** Must have at least four years of progressively responsible experience in business, government or NGOs in the fields of marketing, trade promotion, economics, or international trade.
3. **LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).
Level 5 (Expert) Speaking/Reading/Writing Vietnamese is required.
4. **SKILLS AND ABILITIES:** Must have ability to 1) to develop and maintain an extensive range of appropriate mid-level and senior level contacts in the host government and private sector; 2) to plan, organizes, and executes complex commercial research project and analytic reports; and 3) render advice with detachment and objectivity, employing sound professional judgment.

Must be able to 1) become familiar with the policies and regulations of the assigned industries, standard guidelines and instructions provided to U.S. clients, as well as relevant contacts in the host country; 2) solve complex commercial and trade issues related to marketing strategies and sales of U.S. products; 3) solve all levels of trade event/trade mission issues (e.g. last minute program changes; making budgets meet, etc.); 4) communicate with a wide range of contacts from junior staff to senior level government officials and company CEOs; 5) counsel business clients and hold frequent discussions with industry contacts and CS staff at post and in the U.S.; 6) express themselves clearly and accurately in a variety of written formats with varying degrees of complexity, including emails, memos, letters, presentation materials and market research reports. Strong project management and sales skills as well as extensive experience with event planning are required.

- 5. JOB KNOWLEDGE:** Must have a thorough knowledge of Vietnam's economy, business customs and practices, marketing channels, laws, regulation, and policies relating to assigned industry sector commercial functions.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <https://vn.usembassy.gov/embassy-consulates/jobs/job-opportunities-in-ho-chi-minh-city/>.

HIRING PREFERENCE SELECTION PROCESS

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the local security certification.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified. The Consulate does not accept applications via online recruitment websites without DS-174 form.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website <https://vn.usembassy.gov/embassy-consulates/jobs/job-opportunities-in-ho-chi-minh-city/>
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Management Office

E-mail Address: HoChiMinhCityHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.